Position Available
Foster Care Review Board Program Representative

Michigan Supreme Court
State Court Administrative Office
Child Welfare Services
Foster Care Review Board Program
Salary Range: $45,873.36 to $59,445.36

DUTIES Coordinates the activities of local county foster care review boards. Recruits, selects, trains, assigns, and coordinates the work of citizen volunteers to local county review boards. Ensures the local review boards are aware of and in compliance with existing policies and procedures of the FCRB Program.

Selects cases for the boards to review.   Attends monthly local review board meetings and foster parent appeals, providing technical assistance in conducting review and appeal proceedings. Assists the board in identifying relevant findings of fact, including assessing the adequacy of case plans through interpretation and application of child welfare and family court statutes along with court and administrative agency rules.   Assists Board in developing related recommendations. Prepares final report to court and agency.

Initiates and promotes advocacy efforts on behalf of foster care programs and services. Encourages and assists local review boards to advocate on behalf of system improvements.

Reports directly to the Assistant Director of Child Welfare Services

LOCATION: Michigan Hall of Justice, Lansing, MI. Regular travel in the Central/Eastern part of Michigan is required, some of which involves overnight stays.

EDUCATION: Bachelor's Degree in Social Work, or a related Human Services field. Master's Degree preferred. Two to three years in a social services or related area dealing with child welfare issues required. One or more years of experience at a supervisory or administrative level preferred. Prior experience is desirable in advocacy and working with volunteer groups.

E-mail preferred to benedictm@courts.mi.gov, or mail cover letter and resume by July 9, 2004 to:

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

AN EQUAL OPPORTUNITY EMPLOYER